



Job Opportunity

State Controller's Office

Position: Data Processing Manager II - Limited Term **Statewide**

Location: 21st Century Project, Personnel/Payroll Services Division
710 Riverpoint Ct., Suite 150, West Sacramento, CA 95605

Issue Date: April 24, 2006

Final Filing Date: Until Filled

Contact/Telephone:

LaSharel Hicks, (916) 375-6060

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1384-930

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

The Conversion-Data Warehouse Manager will work as a member of the 21st Century Project's management team. The 21st Century Project is chartered to replace the State's current payroll, employment history and leave accounting systems with SAP's commercial ERP software.

Under the general direction of the Project's Chief of Technology Operations (DPM IV), and through subordinate staff, the incumbent will be responsible for the legacy-to-SAP HRMS system data conversion and the design, construction and operation of the SAP Business Intelligence (BI) Data Warehouse. Responsibilities include hiring the State's Conversion-BI Warehouse team, organizing and directing the efforts of the staff, and coordinating these efforts with the project's System Integrator (SI) contractor (Bearing Point). Routinely assess and report to executive management on the progress of legacy conversion and data warehouse activities.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties of the Data Processing Manager II, assigned to manage the Conversion and BI Warehouse operations, will include, but not be limited to the following:

- Implement standard project management principals as defined by the Project Management Institute.
- Plan, execute and control all conversion and data warehouse activities.
- Provide leadership to the State staff assigned to conversion and data warehouse roles.
- Participate in the planning, recruiting, and hiring of technology staff.
- Coordinate and monitor the development of subordinates' technology security knowledge and skills.
- Coordinate the creation of the Conversion – BI Data Warehouse Unit/Team work plans.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Participate in the identification, quantification, and mitigation of conversion or BI data warehouse risks.
- Participate in quality planning, assurance and control.
- Communicate strategic and tactical conversion and/or BI data warehouse objectives to impacted stakeholders.
- Manage security integration issues including: communications, integration with other systems, and integration of network services.
- Identify changes in scope or work effort that could result in budgetary overrun or the missing of delivery dates.
- Manage the components of project schedule, resources, budget, issues, expectations, and external forces associated with the State's conversion and BI data warehouse responsibilities.
- Oversee the creation of complete and accurate documentation and enforce adherence to policies and standards associated with conversion and/or BI data warehouse deliverables.

DESIRABLE QUALIFICATIONS:

Attributes:

- Ability to communicate effectively.
- Good analytical and interpersonal skills.
- Ability to easily adapt to change and act effectively under pressure.
- Ability and willingness to accept new responsibilities and accept personal responsibility for the development of the knowledge and skills necessary to succeed.
- Possess the knowledge, and experience in the planning, design, implementation and use of automated systems.
- Ability to effectively conduct oral presentations.
- Ability to create and sustain cooperative working relationships.
- Possess the following personal traits: patience, tact, reliability, and dependability.

Desired Experience:

- Knowledge of SAP's BI data warehouse product and its system administrative tools.
- Worked on a large software application development project.
- Practiced structured project management principles.
- Understanding and experience in legacy file systems' data structures and familiarity with relational database concepts and structures.
- Experience and knowledge of data warehouse best practices and techniques.
- Be structure and process orientated and comfortable with developing and meeting schedule milestones, yet flexible and resourceful to make the necessary adjustments to deliverable dates and resources that meet changing project timeframes.
- Experienced in the steps necessary to develop requirements and to translate these into technical specifications.
- Experienced in providing leadership in a technical setting.
- Good people skills.

Reasons to apply/accept a position with the 21st Century Project Team:

1. The 21st Century Project is the most innovative project evolving in state government! This is a great opportunity to participate in the project design, development, and implementation of the industry-leading mySAP ERP 2005 software product.

2. This is a multiyear project and a great opportunity to work closely with dedicated state professionals, our contracting system integrator, and with a premiere IT software platform.
3. You will be on the cutting edge gaining valuable IT competencies, opportunity for extensive training, and acquiring experience that will be marketable statewide.

NOTE: This location has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

21st Century Project, Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: LaSharel Hicks